

# REQUESTS FOR INTERVIEW

To make personal and telephone interviews more efficient, it is suggested that Applicant fax answers to the question below (when desiring an interview); it should be forwarded to Examiner Hoffmann within 24 hours. This suggestion is an expedient; Applicant is in no way required to fax in answers to request an interview. Regardless of the manner of the request, Applicant is expected to provide all of the information requested below - at the time of the request. Most interviews are held to the 30 minute time limit.

- 1) Does Applicant's representative have Power of Attorney (MPEP 713.05)?
- 2) Does Applicant's representative have authority to bind the principal concerned (MPEP 713.05, 713.03)?  
(i.e. Does Applicant's representative have authority to make any and all changes?)
- 3) Who will participate in the interview? Who is the primary contact person?
- 4) Is it a personal or a telephone interview that is requested?
- 5) What is the Application number?
- 6) What days/times work best for you?
- 7) To finalize the date and time, do you prefer to have Examiner call you or your assistant, or do you prefer to contact Examiner (703-308-0469)? Phone #?
- 8) What is the intended purpose(s) of the requested interview? MPEP 713.09, 713.01 (the more specific, the more prepared we'll be)
- 9) What is the intended content of the requested interview? MPEP 713.09, 713.01 (What specific issues are you likely to address?)

Any inquiry concerning this communication or earlier communications from an examiner should be directed to John Hoffmann whose telephone number is (703) 308-0469.

The fax phone number for OFFICIAL responses after a final rejection is (703) 305-3599.

The fax number for OFFICIAL responses that are not after final rejection is (703) 305-7718.

The fax number to be used during negotiation is (703) 305-3599. UNOFFICIAL faxes can be sent to (703) 305-7115.

Any inquiry of a general nature relating to the status of this application or proceeding should be directed to the Group receptionist whose telephone number is (703) 308-0651



11 Dec 98

JOHN HOFFMANN  
PRIMARY EXAMINER